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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington 25, D. C.

FIELD MEMORANDUM SCS #1161

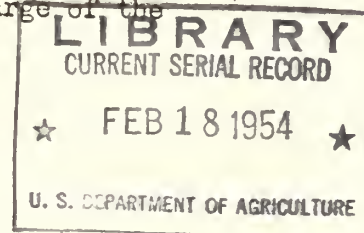
Re: Completing Steps in
Reorganizing the Service

December 30, 1953

TO ALL RANKING FIELD OFFICERS:

In the interest of effective Service work, we are effecting the reorganization of the Service as rapidly as feasible. Therefore, effective January 18, 1954:

1. The title "Regional Director" is eliminated.
2. Until additional steps can be taken and proper notice given:
 - a. The remainder of each Service organizational unit heretofore called "Regional Office" shall be known as "Interim Regional Office."
 - b. The following-named persons are designated In Charge of the respective Interim Regional Offices:
Upper Darby, Pennsylvania - Alvin C. Watson
Spartanburg, South Carolina - T. S. Buie
Milwaukee, Wisconsin - Stan Locke
Fort Worth, Texas - James Hammett
Lincoln, Nebraska - O. E. McConnell
Albuquerque, New Mexico - Ray Walker
Portland, Oregon - J. H. Christ



Until specifically modified, there is hereby transferred to the person In Charge of an Interim Regional Office all authorities heretofore delegated by the Chief (now Administrator) to the (former) Regional Director for the carrying on of Service work.

In case of absence from an Interim Regional Office or inability to act, the person In Charge shall designate another member of the Service staff at such headquarters to act for him.

3. The seven "Engineering and Watershed Planning Units" of the Washington staff located at strategic headquarters in geographic sections of the country are activated and will report to the Director, Engineering Division, who is responsible to the Assistant Administrator for Field Services.
4. The seven "Field Cartographic Units" of the Washington staff will report to the Director, Cartographic Division, who is responsible to the Assistant Administrator for Soil Survey.
5. State Conservationists will report directly to the Administrator on all policy matters.

6. Transfers and reassignments of technical personnel from Interim Regional Offices are to be accomplished as expeditiously as orderly progress will permit and should be completed by April 1, 1954, unless specific exceptions are arranged.
7. Field Representatives of the Office of the Administrator will begin functioning in the new organizational pattern.
8. State Conservationists should proceed immediately to bring about necessary understandings with the State Experiment Stations with respect to:
 - a. Confirmation of selection of State Soil Scientist, and
 - b. Office location of State Soil Scientist.Where it is not seriously objectionable to the State Experiment Station, preference will be given to locating this staff member in the State SCS Office.
9. Administrative servicing of all activities located in the field, including the Cartographic, Engineering and Watershed Planning Units, Correlation staffs, etc., (except for authorities specifically withdrawn), will be supplied until further notice by the Interim Regional Offices.
10. The person In Charge, Interim Regional Office, will provide the leadership in developing a plan for the specific training of administrative personnel to be assigned to State SCS Offices. Such plans are to be submitted to the Assistant Administrator for Management prior to January 18, 1954. Immediate action should be taken to begin the training process. (See also my memorandum of December 24, 1953.)
11. The person In Charge, Interim Regional Office, is specifically authorized to make full use of any and all personnel of the Interim Regional Office, or as may otherwise be necessary, to assist with training activities and the performance of administrative servicing so that the needs of the State SCS offices may be met until other arrangements are made.
12. All Soil Correlators will report to the Assistant Administrator for Soil Survey.

The fullest cooperation of all Service employees is essential to complete the Service's organizational transition as quickly and smoothly as possible. I am confident we will meet the responsibility to the people we serve and with credit to the Department.

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